KWIC Breastfeeding Reports *How To* – Client Services vs. 42
2015

These instructions will work best if you open the Breastfeeding Guided Ad Hoc Report and follow along.

1) Find the Breastfeeding Guided Ad Hoc Report as the very last item on the Reports tab list of reports. You may need to scroll down to find the report title.
2) Click on the report title and the initial **BF Ad Hoc Report Criteria** window opens.

a) Select your **agency or clinic** (the custom reports are only available to the SA)

b) Select a **cohort**. New cohorts became available June 2014. Previously only two cohorts were available – 7th month and 14th month. Selecting a cohort means that you will be asking for data for all babies turning that age for the report period you select. For example if you select 7th Month, then data will be extrapolated for all babies turning 7 months old during the time period you select. If you select the 2nd Month then data will be extrapolated for all babies turning 2 months old during the time period you select. Before July 2014 the Breastfeeding Ad Hoc Report data was onl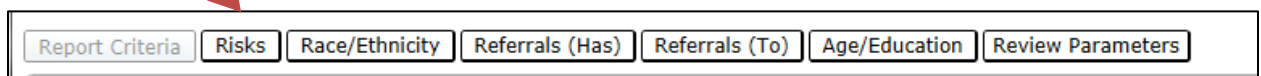y available for babies turning 7 months and 14 months old. The addition of new cohorts increases report options. However, if you wish to compare future data to data previous to July 2014 you will need to use the 7th and 14th month cohorts. For initiation rates to compare to the State WIC rates and previous initiation rates be sure to select the 7th month cohort for a correct comparison.

c) Select the report period – the time frame for which you want data extrapolated. A **From date** and a **To date** must be selected. For example, you may wish to know the breastfeeding initiation rate for calendar year 2013 so choose January 2013 as the **From date** and December 2013 for the **To date**. The **From date** starts on the first day of the month and the **To date** ends on the last day of the month.
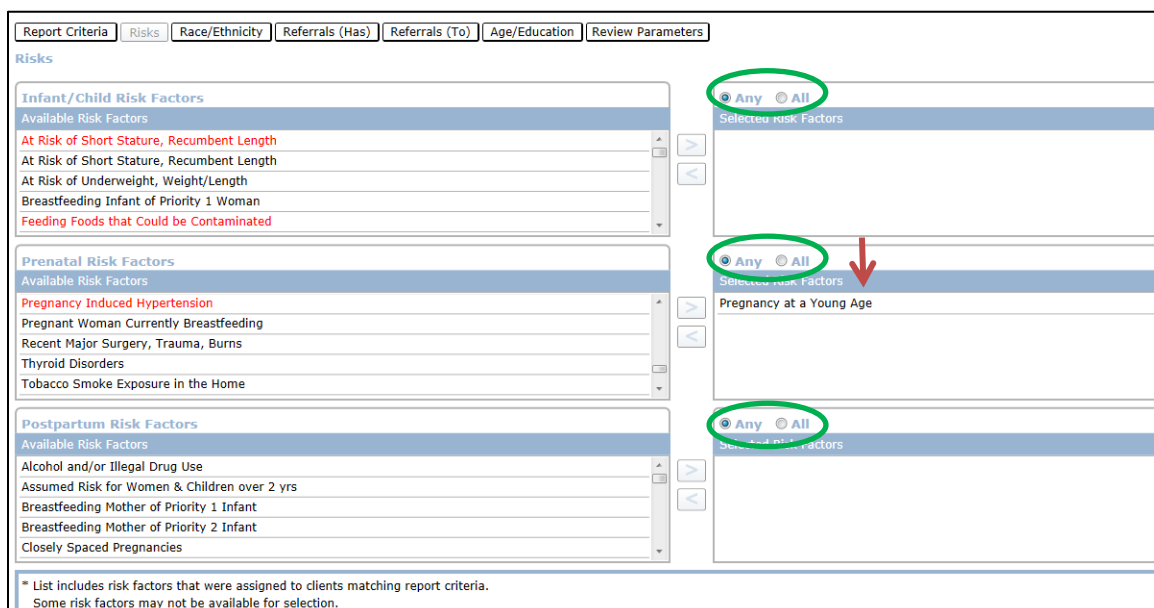

3) There are many parameters available to tailor the Breastfeeding Ad Hoc Report to fit your needs.

a) If you are interested in running a report about women who are now breastfeeding with a specific risk factor, click on the **Risks** button and then select the risk factor desired. For example you might like to know how many teen mothers are breastfeeding, so you would select under Prenatal Risk Factors "Pregnancy at a Young Age." Scroll to that risk factor, highlight it and click the arrow to move it the Selected Risk Factors box.

HINT Selecting an age category in the **Age/Education Parameter tab** would also allow you to determine breastfeeding initiation by age group.

There are three categories to select a risk factor for – Infant/Child Risk Factors, Prenatal Risk Factors and Postpartum Risk Factors.

b) **Any and All** radio buttons

1] If select **Any** – KWIC will find clients with any of the selected parameters –If you select two risk factors KWIC will pull data for all the clients with either risk factor selected.

2] If select **All** – then the report looks just for a person with all of the risk factors selected.

c) What if you can't find the risk factors you want to select? – If there were none of a specific risk factor assigned for that category in your clinic, the risk factor will not appear for you to select.

d) Once you've selected parameters on a window you can click on another parameter tab to further narrow the search field. For example you may want to also search by race. Adding more parameters may further slow the report.

e) The Race/Ethnicity tab allows you to select parameters that will narrow your breastfeeding report by Mother's Race or Ethnicity or both and/or by the Infant's Race or Ethnicity or both. For example if you select White and use the radio button **Any Reported Race** then if that client said they were both American Indian and White, information for that client will be included in the report. If you select **Primary Race Only** and American Indian was selected as the Primary Race then that client would not be included in the report for White mothers.

4) After selecting parameters, click on **Review Parameters** to run the report. **HINT** If you just want to run an initiation or duration report without any parameters click on the **Review Parameters** tab directly from the **Report Criteria** tab.

a) The **Review Parameters** tab allows you to review all parameters selected. You can go back to any of the parameters tabs and change if needed before you run the report. You can also go back to the Report Criteria to change the cohort or months selected or **Clear Parameters**.

b) Click the **Generate** button to run the report. Clicking the Close button closes that report and you will lose any criteria set.

| Report Criteria | Risks | Race/Ethnicity | Referrals (Has) | Referrals (To) | Age/Education | Review Parameters |

Generate

Generate

Clear Parameters

Kansas WIC Program
Breastfeeding Ad Hoc Report
Clinic: _____ County WIC Clinic
For the period Jan, 2014 thru Jun, 2014
Infants 7 months old in the report period

Mother Race
Any Race
Black/African American

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5) Reports – what do you see?

a) The report types – Stopped BF, Duration, Incidence, and Client Detail appear in the top rows of the window when the report opens.
Different data is available for each report – click on each type to view a different report.
The next row at the top of the report allow you to change how percentages are calculated – down columns or across rows.
The third row provides a series of icons that allow for manipulation of the report.

| Stopped BF | Duration | Incidence | Client Detail |

Stopped BF

Calculate Percentages: ⦿ Down Columns   ⦾ Across Rows

100 %   1/3

Flip between pages with these buttons.

Copy   Find   Single Page View   Continuous Scroll **HINT** This one is the most important button!
Multiple Page View

b) The report opens with the Stopped BF report. This report contains information about when moms stop breastfeeding. **HINT** To see Page 2 of the report you can click the **Continuous Scroll** button.

Kansas WIC Program
Stopped Breastfeeding Report
Clinic: [_____] Clinic
For the period Jan, 2014 thru Jun, 2014
Infants 7 months old in the report period

Report Parameters
No Parameters

Number and Percent of Infants Breastfed								
Week Breastfeeding Stopped	Infant Matches Parameters		Not Matching Parameters		No Mother Data		Total	
	#	%*	#	%*	#	%*	#	%*
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
PG Mother on WIC	0	0.0	0	0.0	0	0.0	0	0.0
Mother Not on WIC	0	0.0	0	0.0	0	0.0	0	0.0
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
Never	20	18.3	0	0.0	0	0.0	20	18.3
PG Mother on WIC	15	13.8	0	0.0	0	0.0	15	13.8
Mother Not on WIC	5	4.6	0	0.0	0	0.0	5	4.6
Unknown	0	0.0	0	0.0	0	0.0	0	0.0

All reports have a title and information about the months the report is run for and the parameters selected. Data is collected for both mothers on WIC during pregnancy and mothers not on WIC during pregnancy

| Stopped BF | Duration | Incidence | Client Detail |

Stopped BF

Calculate Percentages: ⦿ Down Columns   ◯ Across Rows

100 %   1/3

c) Click on the Duration button to view the **Duration Report**. The Duration report presents data about both initiation and duration at various time periods. The example below shows an initiation rate of 81.7% - the percentage of babies breastfeeding at 0 weeks. It also tells the number of babies breastfeeding in your clinic for the time period you selected. This report excerpt shows us that at 1 week 79 of the 89 babies who initiated breastfeeding are still breastfeeding.

Duration	Infant Matches Parameters		Not Matching Parameters		No Mother Data		Total	
	#	%*	#	%*	#	%*	#	%*
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
PG Mother on WIC	0	0.0	0	0.0	0	0.0	0	0.0
Mother Not on WIC	0	0.0	0	0.0	0	0.0	0	0.0
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
Never	20	18.3	0	0.0	0	0.0	20	18.3
PG Mother on WIC	15	13.8	0	0.0	0	0.0	15	13.8
Mother Not on WIC	5	4.6	0	0.0	0	0.0	5	4.6
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
0 Weeks (1-3 days)	89	81.7	0	0.0	0	0.0	89	81.7
PG Mother on WIC	72	66.1	0	0.0	0	0.0	72	66.1
Mother Not on WIC	17	15.6	0	0.0	0	0.0	17	15.6
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
1 Week (4-10 days)	79	72.5	0	0.0	0	0.0	79	72.5
PG Mother on WIC	64	58.7	0	0.0	0	0.0	64	58.7
Mother Not on WIC	15	13.8	0	0.0	0	0.0	15	13.8
Unknown	0	0.0	0	0.0	0	0.0	0	0.0

Below is a duration report with an added parameter of mother's race. For reports using parameters it is important to note the two columns **Infants Matching Parameters** and **Not Matching Parameters.** In the report below three infants matched the parameter of their mothers having Black/African American indicated as one of their race types (Any Race.) No mother data is also indicated now – for four infants there was no data about the mother's race. This report indicates that 100% of the babies born to mothers indicating their race was Black initiated breastfeeding and 81.4% of babies of other races initiated breastfeeding.

Kansas WIC Program
Breastfeeding Duration Report

Clinic:▭ County WIC Clinic
For the period Jan, 2014 thru Jun, 2014
Infants 7 months old in the report period

Report Parameters

Mother Race
Any Race
Black/African American

Number and Percent of Infants Breastfed

Duration	Infant Matches Parameters		Not Matching Parameters		No Mother Data		Total	
	#	%*	#	%*	#	%*	#	%*
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
PG Mother on WIC	0	0.0	0	0.0	0	0.0	0	0.0
Mother Not on WIC	0	0.0	0	0.0	0	0.0	0	0.0
Unknown	0	0.0	0	0.0		0.0	0	0.0
Never	0	0.0	19	18.6	1	25.0	20	18.3
PG Mother on WIC	0	0.0	15	14.7	0	0.0	15	13.8
Mother Not on WIC	0	0.0	4	3.9	1	25.0	5	4.6
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
0 Weeks (1-3 days)	3	100.0	83	81.4	3	75.0	89	81.7
PG Mother on WIC	2	66.7	68	66.7	2	50.0	72	66.1
Mother Not on WIC	1	33.3	15	14.7	1	25.0	17	15.6
Unknown	0	0.0	0	0.0	0	0.0	0	0.0
1 Week (4-10 days)	3	100.0	74	72.5	2	50.0	79	72.5
PG Mother on WIC	2	66.7	61	59.8	1	25.0	64	58.7
Mother Not on WIC	1	33.3	13	12.7	1	25.0	15	13.8
Unknown	0	0.0	0	0.0	0	0.0	0	0.0

d) The **Incidence Report** shows the number and percentage of babies Ever and Never breastfed. It also provides a number and percentage of infants with unknown breastfeeding data.

e) The **Client Detail Report** provides a variety of opportunities for data. The infant's name, mother's name, and client ID numbers now appear along with breastfeeding status. The breastfeeding status allows you to run an exclusivity report. The report opens with all clients showing but clicking a different breastfeeding status in the BF Status box in the upper right hand corner displays only those infants with the BF Status selected. Be sure to note the record count if changing BF Status. In the report below the Record Count for all babies of any breastfeeding status (never, stopped, limited, mostly, exclusively) is 76.

If we want to know how many babies are still exclusively breastfeeding for our age cohort of 7 months (all babies turning 7 months old in the time frame selected) we need to first find out how many babies were ever breastfed by selecting the ever button.

1] The number of babies ever breastfed in this report is 62.

2] Now to find out how many are still exclusively breastfeeding uncheck ever and check exclusively. The number of babies continuing to exclusively breastfeed is 8.

3] 8 babies who turned 7 months old during the time frame selected are still being exclusively breastfed. You can calculate the percentage of infants that initiated breastfeeding and continue to exclusively breastfeed; divide 8 (exclusively breastfed still) by 62 (number of babies ever breastfed.) 12.9% of infants turning 7 months old in the time frame selected (in this case the months of January 2014 through December 2014) in this clinic are continuing to be exclusively breastfed. **Or** KWIC will calculate for you. See Step 4.

4] On the left side of the Client Detail Report find the Report Status Comparative Calculation box.

Select Exclusive in the **BF Status box** and Ever in the **from box** and KWIC will calculate the exclusivity of breastfeeding. In this clinic 12.9% of the babies were breastfeeding exclusively for the parameters selected. Hovering over the little blue i box ℹ (information hover box) tells how many babies were exclusively breastfeeding out of the total number of babies breastfeeding.

5] The **Client Detail** buttons in the upper left corner of this report allow you to view more client information. The **Expand Tree** radio button allows you to view more information about the client such as race and date breastfeeding stopped if applicable, mother's education, etc.

6] This report can be printed or use the **Save As** button to save the report as an Excel Spread Sheet and manipulate the data in Excel. Find those buttons as well as the **Close** button in the bottom right hand corner of the report.

Have fun learning more about breastfeeding statistics in your clinic. Need help? - Call Martha Hagen, 785-291-3161